



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

Chapter 1, Article 1-Office of the Secretary

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March 21, 2014

The purpose of this document is to provide all staff with information regarding revisions to Department Operations Manual (DOM) Chapter 1, Article 1-Organization. The Article has been updated, revised, re-titled and dedicated solely to a description of the Office of the Secretary of the California Department of Corrections and Rehabilitation (CDCR). Included with this notice is a revised and updated description of the Secretary's Office.

The other organizational descriptions that previously were included in Chapter 1, Article 1 contained sometimes detailed and extensive descriptions of the organizational structure of various CDCR Divisions, Offices, and Programs in headquarters. This made Chapter 1, Article 1 unwieldy and difficult to keep up to date with ongoing organizational changes occurring within each Division, Office or Program.

Therefore, the descriptions of individual Divisions, Offices or Programs in Chapter 1, Article 1 have been removed from that Article and the plan is to relocate them and give them their own separate Articles in Chapter 1 of the DOM. This will allow each part of the CDCR to revise and update its own organizational description independently and separately as needed. The new designated organizational DOM articles will be added to the end of Chapter 1 after Article 26 titled "American Correctional Association." A proposed list is attached (Attachment 1). DOM Chapter 1, Article 4 will remain dedicated to the California Prison Industry Authority. Descriptions of the Office of Legislation, Office of Public and Employee Communications and the General Counsel remain in Article 1 under the Office of the Secretary. The description of the Corrections Standards Authority has been deleted since that organization was renamed and became a separate state agency in 2012. The description of the Office of Risk Management has been deleted as that office was disbanded in 2010.

The last comprehensive revision to the organizational descriptions in Chapter 1, Article 1 occurred in August 2006 in the wake of the 2005 departmental reorganization. Therefore the revision date listed in most cases for the new and separate organization descriptions in the individual DOM articles will be August 2006, unless an individual organization initiates an update and revision. Some non-substantive updates will be included where appropriate, but most descriptions remain as they were when last revised by the responsible program. The Office of Internal Affairs, the Office of Correctional Safety and the Division of Administrative Services have updated their organization descriptions since 2006.

For questions regarding the Office of the Secretary, please contact Kathy Gaddi, Administrative Assistant to the Secretary, CDCR at (916) 341-7010. If you would like a copy of the existing DOM text describing for your organization, please contact Rosie Ruiz, Regulation and Policy Management Branch at (916) 445-2244.

Original Signed By

TIMOTHY M. LOCKWOOD
Chief
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Attachment

ATTACHMENT 1

New DOM Articles In Chapter 1 With Descriptions of Individual Divisions, Offices or Programs

Department Operations Manual

Chapter 1-General Administration

(new) Article 27-Division of Adult Institutions.

(new) Article 28-Division of Adult Parole Operations.

(new) Article 29-Division of Rehabilitative Programs.

(new) Article 30-Division of Correctional Health Care Services.

(new) Article 31-Division of Facility Planning, Construction and Management.

(new) Article 32-Office of Correctional Safety.

(new) Article 33-Office of Victims and Survivor Rights and Services.

(new) Article 34-Office of Legal Affairs.

(new) Article 35-Division of Internal Oversight and Research.

(new) Article 36-Division of Administrative Services.

(new) Article 37-Enterprise Information Systems.

(new) Article 38-Office of Labor Relations.

(new) Article 39-Office of the Ombudsman.